

Scope of Work  
for an  
Environmental Assessment  
for the  
**Proposed Lease to Muslim Youth Camps of America**  
at  
Coralville Lake, Johnson County, Iowa

**1.0. Project Name and Location.** The name of the project is "Environmental Assessment for the Proposed Lease to Muslim Youth Camps of America". The location of the project is Coralville Lake, Johnson County, Iowa.

**2.0 Project Objective.** The objective of this Environmental Assessment (EA) is to provide a complete, objective appraisal of the positive and negative impacts to the environment from the proposed lease of the former Camp Daybreak to the Muslim Youth Camps of America. The EA will also provide the decision-maker with sufficient evidence and analysis for determining whether a Finding of No Significant Impact (FONSI) or an Environmental Impact Statement (EIS) should be prepared. The purpose of this assessment is to identify and evaluate the environmental impacts, to include physical and biological, historical and archeological, and socioeconomic, of the proposed lease of the former Camp Daybreak to Muslim Youth Camps of America, and to examine its alternatives. The alternatives to be evaluated for the EA will be those identified by the Corps and any other alternatives determined to be feasible during the EA process. The EA will be based on existing information provided by the Corps and on site visits and interviews conducted by the Contractor.

**3.0 Study Area.** The Study Area includes an approximately 106+ acre tract of Federal land north of North Liberty, Iowa, along Coralville Lake. The Girl Scouts formerly leased the area for use as Camp Daybreak. The Corps proposes to lease the area to Muslim Youth Camps of America (MYCA) for development of a summer resident camp with off-season use by other non-profit groups. MYCA proposes to construct a main lodge, winterized cabins, and a caretakers lodge. The detailed information on the site development proposed by MYCA is found in Exhibits 1, 2 and 5. A housing development occurs on the north boundary of the proposed lease area. The proposed lease area is owned in fee title by the Department of the Army.

*Scope of Work  
Environmental Assessment for the  
Proposed Lease to Muslim Youth Camps of America  
Coralville Lake, Johnson County, Iowa*

**4.0 General Requirements.** The Contractor shall furnish all labor, materials, plant, equipment, supplies, services, and transportation necessary to complete the requirements detailed in this Scope of Work (SOW), within the schedule provided herein. All costs incurred in completion of this SOW will be borne by the Contractor. The Government will furnish only those items specifically listed herein as "Materials to be Furnished by the Government." Any items not specifically listed herein as being provided by the Government shall be provided and paid for by the Contractor.

**4.1 Government Property.** All documents, maps, photographs, graphics, mailing lists, computer files and other information or products developed by the Contractor in completing the requirements of this SOW are Government property and will be delivered to the Contracting Officers Representative (COR) upon completion of this project.

**4.2 Data Security.** The Contractor shall not release any data, reports, or materials collected or developed while completing this project without the expressed written consent of the Contracting Officers Representative.

**4.3 Monthly Progress Reports.** The Contractor shall submit monthly progress reports to the Corps Technical POC with a copy to the COR. These reports will be written by the Project Manager for the Contractor. They will include an accurate, current account of all work completed and deliverables furnished to the Government. They will be no longer than two (2) pages in length and will be submitted no later than ten (10) calendar days following the end of the month in which the work was completed.

**4.4 Records of Conversations.** The Contractor shall prepare and maintain records of telephone conversations and significant verbal conversations conducted in support of this study. These records will be provided along with monthly progress reports.

**4.5 Meeting Minutes.** The Contractor shall take minutes at all meetings held in conjunction with this study. Meeting minutes will be typed and distributed to the Corps Technical POC, within seven (7) calendar days following the meeting.

**4.6 Newspapers for Publication.** The Contractor shall be responsible for any paid legal notices that will be required. Notices will be published continuously in the following newspapers for a period of one week. The Contractor shall provide a copy of each notice and an affidavit affirming its publication to the COR immediately following the publication of the notice.

**4.6.1.** The Cedar Rapids Gazette

**4.6.2.** The Iowa Press Citizen

**4.7 Court Testimony.** In the event of controversy or court challenge, the Contractor shall make available, as appropriate, expert witnesses who performed work under this contract and shall testify on behalf of the Government in support of the findings. If a

controversy or court challenge occurs and testimony of expert witnesses is required, a modification to this Contract, or other appropriate agreement, will be negotiated.

**4.8 Document Page Format.** Line numbers will be included on each page of all draft documents for use in referencing government review comments and making corrections or changes.

**4.9 Electronic Data Files.** The Contractor shall furnish the COR with final copies of all electronic data files on CD. All text files will be in Microsoft Word 98 format. All graphics files will be in Bitmap format compatible with Microsoft Office 98 format. The Final Environmental Assessment and Draft Finding of No Significant Impact (FONSI) including all text and graphics will also be provided in Adobe Acrobat pdf format.

**4.10 Conducting Meetings.** Unless otherwise specified above, the Contractor shall arrange, conduct, and facilitate all public and Government review meetings required in this SOW.

## **5.0 Detailed Requirements/Specifications/Statement of Work.**

**5.1 Kick-off Meeting.** Within fourteen (14) calendar days following the Date of Award, the Contractor shall arrange and conduct a kick-off meeting at Rock Island District Headquarters. The purpose of the meeting is to review the SOW, the schedule for completion, and the work requirements. At this meeting, the Corps Technical POC will also provide copies of all materials to be furnished by the Government.

**5.2 Agency Coordination.** The Contractor shall complete appropriate initial coordination with Federal and State regulatory agencies. The intent of the initial coordination is to notify the resource agencies that the action is being considered and to receive their input. Any comments received by the agencies can then be used during development of the Environmental Assessment. The Contractor shall prepare a draft coordination letter that will be submitted by email to the Corps Technical POC for review within twenty-one (21) calendar days following the Date of Award. The Corps Technical POC will have two (2) calendar days to review the draft letter and submit comments to the Contractor. The Contractor will mail the Final Coordination Letter within five (5) calendar days of the date of the Government comments. The Coordination Letter will include at a minimum information on project location, alternatives being considered, and general descriptions of the project area and proposed action, as well as a request for comments in order to satisfy applicable laws under their jurisdiction such as the Endangered Species Act 16 U.S.C. 1531, et seq., Fish and Wildlife Coordination Act 16 U.S.C. 601 et seq., and the National Historic Preservation Act, 16 U.S.C. 470a, et seq., and the Archeological Resources Preservation Act, 16 U.S.C. 470 aa-mm. The Coordination Letter should specify that comments should be sent directly to the Contractor.

**5.3 Public Scoping Meeting.** The Contractor shall hold a public meeting or workshop to

identify the scope of issues to be addressed and for identifying the significant issues related to the proposed action. The public meeting shall be held in or near North Liberty, Iowa by calendar day forty (40). The Contractor shall invite participation of affected Federal, State and local agencies, the lease applicant, and other interested persons, including, but not limited to, those on the current COE mailing list. The Corps and lease applicant will participate in the scoping meeting and will be available to make presentations as part of the scoping meeting. The Contractor shall be responsible for all meeting arrangements including, but not limited to, public advertisement of meeting, arranging meeting facilities, preparing meeting format or agenda, providing handouts if needed, facilitating the meeting, and preparing a content analysis report summarizing the meeting findings and the public comments received. The content analysis report shall be submitted with the First Draft EA and FONSI. The Contractor shall bear all costs of the meeting.

**5.4 Database Development.** The Contractor shall assemble and conduct a comprehensive review of existing Corps documents, aerial photographs, and any other appropriate information. The information assembled must be sufficient to establish baseline conditions. This baseline condition will be used to measure the changes of the affected environment from the different alternatives established for this project. The affected environment will include the natural resources, historic/cultural resources, economic, and social values that could be affected, either beneficially or adversely, by the proposed action and various alternatives. To establish this database, the following services are required as a minimum:

**5.4.1 Coordination and Interviews.** Staff of the Corps' Coralville Lake Project, Real Estate Division, and Planning, Programs and Project Management Division (Master Planner) and the lease applicant as well as any others identified at the kick-off meeting shall be interviewed to obtain any required information not previously provided by the Corps. The Contractor will collate and analyze this information as needed. The information will serve as a substantive basis for information in the EA. Any data gaps identified will be resolved during the site visits.

**5.4.2 Site Visits.** The Contractor will visit the study area for not less than two (2) and not more than ten (10) person days, to obtain information, conduct site investigations, perform habitat analysis, or to do site surveys as necessary. The Contractor shall coordinate any site visits with the Coralville Lake Project POC and other appropriate individuals as may be established at the kick-off meeting. Site visits will be limited to gathering data required to complete analysis of project impacts. The visits will include field visits to the proposed lease area and interviews with Corps personnel at Coralville Lake and adjacent landowners.

5.4.2.1 If the Contractor identifies any data deficiencies that would require a level of effort beyond that set out in this paragraph, the Contractor shall prepare and submit to the COR a detailed plan of study (POS), including an estimate of the person days of effort by labor category, required to accomplish the study. Any POS shall be submitted no later than fifteen (15) calendar days following the Public Scoping Meeting.

5.4.2.2 The Government may, at its discretion, consider a modification to this SOW to undertake the plan of study.

**5.5 Detailed Requirements for the NEPA Documentation.** It is anticipated that an Environmental Assessment (EA) is the appropriate level of documentation for this effort. The Contractor shall prepare an EA in compliance with the National Environmental Policy Act of 1969 (NEPA); Council of Environmental Quality (CEQ) Regulations for Implementing the Procedural Provision of NEPA (40 Code of Federal Regulations (CFR) 1500-1508) [[http://ceq.eh.doe.gov/nepa/regs/ceq/toc\\_ceq.htm](http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm)]; and Engineering Regulation (ER) 200-2-2, "Environmental Quality, Procedures for Implementing NEPA." [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er200-2-2/toc.htm>]. The Contractor shall ensure that compliance with all Federal, State and local laws and regulations has been met as required for the proposed action.

**5.5.1 Requirements of EA Format.** The preparation of the EA will conform to ER 200-2-2. These documents shall be comprehensive in nature, and the text shall be complete, clear, concise, and grammatically correct. The main text of the EA shall be written in a manner suitable for reading by persons not professionally trained for the technical subject discussed. The EA will be an analytical document, with a minimum of attached reference material. The EA shall be typed single-spaced on one side of the paper with the margins set for reproduction on both sides of the paper. The size of pages shall be 8.5 by 11 inches, except for foldout maps, charts, or other illustrative material. Drawings, photographs, and text shall be of a quality suitable for reproduction. All documents will be printed on recycled paper. The EA is anticipated to be less than 100 pages of actual text and must include a complete executive summary no greater than 10 pages. The format for the EA shall generally follow the format provided in Exhibit 3.

**5.5.1.1 Conclusion of Finding** on whether the environmental impacts of the proposed action are significant. If the conclusion indicates the environmental impacts are insignificant, a "Finding of No Significant Impact" (FONSI) will be prepared. If the conclusions indicate otherwise, this contract may be modified at the Government's discretion for preparation of an Environmental Impact Statement (EIS).

**5.5.1.2 List of Preparers.** Provide the names and qualifications (professional disciplines) of the persons who are primarily responsible for preparing the EA.

**5.5.1.3 Appendices.** Appendices shall include letters of coordination with Federal and State agencies and other supporting information, as necessary. The mailing list shall be included as the last appendix to the EA.

**5.5.2 Requirements of FONSI Format.** The Contractor shall prepare a FONSI, if appropriate, following the format in Exhibit 3. The FONSI will be set up for

signature by the District Engineer (DE). The text shall be complete, clear, concise, and grammatically correct. The FONSI shall also contain the mitigation plan (if required). The FONSI will reference the EA and shall be no longer than two (2) pages in length. The First Draft FONSI and Second Draft FONSI will be submitted to the Government at the same time as the First Draft EA and Second Draft EA, respectively. Government review time will be the same as for the First Draft EA and Second Draft EA. If a decision is made to prepare an EIS the Contractor will be notified and a Notice of Intent to prepare an EIS will be prepared by the Government. The Corps Technical POC will coordinate the DE signature of the FONSI (as appropriate) when the Final Summary of Comments and Responses is submitted..

**5.5.3 Historic Properties.** The Corps has completed cultural surveys of the proposed lease area and will coordinate a determination of effect with the State Historical Society of Iowa (SHPO). The Corps will provide one (1) copy each of draft and final archaeological survey reports as well as copies of all coordination with the SHPO and other consulting parties as required under Section 106 of the National Historic Preservation Act and its implementing regulations found at 36 CFR 800 [<http://www.achp.gov/36cfr.html>]. Using this information, the Contractor will be responsible for assessing the impacts of the proposed action and its alternatives on historic properties (i.e., historic structures and archeological sites) and documenting those impacts in the EA. The specific location of historic and archaeological properties are subject to protection through non-disclosure under Section 304 of the National Historic Preservation Act.

**5.5.4 Alternatives.** Alternatives shall be carefully defined and analyzed, and lead to a defensible EA and FONSI or the decision to prepare an EIS. The alternatives will be based on information obtained from the Government and the lease applicant as well as information obtained at the scoping meeting. The alternatives initially identified for this action will be discussed in detail at the kick-off meeting. Additional alternatives may be identified at the kick-off meeting or scoping meeting. The initial alternatives identified include: One Alternative is the lease to MYCA; a second alternative is rezone the area to low density recreation or reserve forest so it would no longer be available for lease by non-profit groups and to remove existing structures; a third alternative is to solicit applications for a non-profit lease at a reduced level and intensity of use and development; The No Action alternative is to not immediately lease the area, but to leave the area in its current state and consider applications by other non-profit groups on a case-by-case basis.

**5.5.4.1** The proposed development plan from MYCA is included in Exhibits 1, 2 and 5.

**5.5.4.2** The proposed development plan provides only limited information on proposed methods to obtain potable water and treat wastewater. At the Kick-off Meeting, the Corps Technical POC will provide assumptions for

use in assessment of impacts related to wastewater and drinking water.

**5.5.5 Existing Conditions.** The EA should contain a description of the existing conditions at the proposed sites. This description should discuss any Federal or State endangered or threatened species, cultural (historic/archaeological) resources, resources considered valuable habitat for wildlife (i.e.: forested, prairie, etc.), toxic or hazardous materials, or wetlands that are known to be on the Coralville Lake Project at this location and may have a potential for being affected by the proposed lease action. A map, showing any areas of potential impact or concern to these resources that may result from the proposed lease, shall be prepared. This map will be on a scale suitable for the lease applicant to locate and avoid these sensitive areas. The information gathered will be used in the Affected Environment section of the EA. Information for description will include referencing available reports on toxic and hazardous wastes, archaeological survey reports, Coralville Lake Resource Master Plan and other existing data for the Coralville Lake Project. Note the provisions available for non-disclosure of site locations under Historic Properties, above.

**5.5.6 Social Impact Assessment.** The Social Impact Assessment (SIA) portion of the EA will describe the potential impacts to the human environment that may result from proposed improvements to the lease site as described under Study Area, above. The general question to be addressed is "Who is being affected and how?"

**5.5.6.1** The SIA will cover the entire area of impact which encompasses the area surrounding Coralville Lake, Johnson County, Iowa, as stated in the description of the Study Area , above. The Contractor shall conduct the SIA to address anticipated socio-economic impacts of the proposed improvements to the lease site under study as they relate to the proposed study alternatives described in paragraph 5.5.4.

**5.5.6.2** The Contractor will identify and describe the positive and adverse social and socio-economic impacts for each alternative plan in regards to their potential effects on the people and communities within the study area. Impacts will be expressed as quantitative changes to a variety of cultural, economic, socio-economic, and community resource areas. The timing of impacts should be identified to establish whether they are likely to occur during implementation of the plan, shortly after implementation, or in a longer time frame. The duration of impacts should be identified to establish whether they are reversible or irreversible and whether they are short-term or long-term.

**5.5.6.3** Impact categories to be addressed include: community and regional growth; community cohesion; displacement of people; property values and tax revenues; public facilities and services; life, health and safety; business and industrial growth; employment and labor force; farm displacement; noise levels; and aesthetic resources. These categories are



those required for NEPA documentation. Of particular concern to local residents are traffic/accident and noise impacts, property values and loss of access to the wooded shoreline.

**5.5.7 Drinking Water and Wastewater Treatment.** The Environmental Assessment shall address impacts of providing for treatment of wastewater and drinking water. Exhibit 2 provides information on proposed methods for treatment of wastewater and drinking water, but does not provide the siting for these facilities. The contractor shall document assumptions made in assessing the impacts of drinking water and wastewater treatment including, but not limited to, location of these facilities and statement of local and state regulations.

**5.5.8 Mitigation Plan (If Required).** If it is determined that mitigation is required for the project, the EA should contain a general description of a mitigation plan and the cost to implement the mitigation.

**5.6 Review Process of the Environmental Assessment (EA) and FONSI.** The Contractor shall prepare and submit to the COR a First Draft EA within forty-five (45) calendar days following the Public Scoping Meeting. The Contractor shall also prepare a First Draft FONSI, if appropriate, for submittal with the First Draft EA. The Contractor shall distribute the documents as follows:

<b>Entity</b>	<b># of Copies</b>
Corps	6
Contractor	2
<b>Total</b>	<b>8</b>

**5.6.1 Government Review of the First Draft EA and FONSI.** The Government will have thirty (30) calendar days to review the First Draft EA and FONSI and return comments to the Contractor. The COR will provide a consolidated list of all Government comments to the Contractor.

**5.6.1.1 Response to Comments.** The Contractor shall prepare written responses to all Government review comments. The Contractor will identify issues that need resolution at the First Draft EA and FONSI review meeting. These responses will provide a basis for preparing the Second Draft EA. The Contractor will prepare these responses and provide to all attendees at the review meeting. These responses will then be reviewed, discussed and adjusted as necessary at the review meeting.

**5.6.2 First Draft EA and FONSI Review Meeting.** The Contractor shall arrange and conduct a First Draft EA and FONSI review meeting at the District Headquarters within ten (10) calendar days following the date of the Government

review of the First Draft EA and FONSI. The purpose of the First Draft EA review meeting is to review Government comments and resolve any problems, issues, data gaps, or questions which emerged during the First Draft EA review process. The Contractor's Study Manager, and additional support staff, as appropriate, shall attend this meeting. At the meeting, the Contractor shall advise the Government whether, in his/her opinion, an EA is the appropriate way to proceed or if an EIS will be necessary. The Contractor's advice will be based upon information previously collected. Final resolution of any issues raised at the First Draft EA and FONSI review meeting shall be at the discretion of the Corps Technical POC.

**5.6.3 Second Draft EA and FONSI.** The Contractor shall revise the First Draft EA and FONSI as per the Government's comments and the Contractor's response to the comments, but all as finally concurred in by the Corps Technical POC in the First Draft EA and FONSI review meeting. The Contractor shall prepare and submit the Second Draft EA and FONSI within fifteen (15) calendar days following the conclusion of the First Draft EA and FONSI Review meeting. These documents will provide the Government an opportunity to review and comment on the Final EA and FONSI before the printing of the EA and FONSI for public review. Distribution of the Second Draft EA and FONSI will be as follows:

<b>Entity</b>	<b># of Copies</b>
Corps	6
Contractor	2
<b>Total</b>	<b>8</b>

**5.6.3.1 Government Review of the Second Draft EA and FONSI.** The Government will have thirty (30) calendar days to review the Second Draft EA and FONSI and return comments to the Contractor. The COR will provide a consolidated list of all Government comments to the Contractor. A review meeting at the District Headquarters is not anticipated for these documents.

**5.6.3.2 Response to Comments.** The Contractor shall prepare written responses to all Government comments received from the COR resulting from the Second Draft EA and FONSI review within ten (10) calendar days of date of the review comments. The Contractor shall forward these responses via e-mail to the Corp Technical POC. The Government will have fifteen (15) calendar days to review these responses and propose changes. The Contractor will then modify the EA as described in the following Section.

**5.6.4. Final EA and Draft FONSI.** The Contractor shall revise the Second Draft EA and FONSI per the COR's letter forwarding the Government's review/concurrence with the Contractor's responses to comments. The Contractor shall prepare and submit the Final EA and Draft FONSI within fifteen (15) calendar days following the date of the COR's letter. Distribution of the Final EA and Draft FONSI will be as follows:

Entity	# of Copies
Corps	6
Contractor	2
<b>Total</b>	<b>8</b>

**5.6.5 Preparation of Cover Letter for District Engineer's (DE) Signature.** Upon receipt of the Final EA and Draft FONSI, the Corps Technical POC will prepare a letter for the DE's signature that will be distributed with the Final EA and Draft FONSI. The Corps Technical POC shall submit the signed letter to the Contractor within fifteen (15) calendar days following the date of submittal of the Final EA and Draft FONSI.

**5.7 Distribution of the Final EA and Draft FONSI.** The Contractor shall mail the Final EA, and Final draft FONSI to those individuals on the distribution list within five (5) calendar days following the date of receipt of the EA cover letter. The distribution list shall include at minimum the U.S. Fish and Wildlife Service-Rock Island, Illinois Office; U.S. Environmental Protection Agency- Region 7; the Iowa Department of Natural Resources; Johnson County Board of Supervisors, all residences and businesses within one-half (0.5) mile of the proposed lease areas, Mayor and City Council of North Liberty, Iowa; and U.S. Senators and the Congressional Representative. One (1) additional copy will be produced, unbound, and maintained by the Contractor should this contract be modified to require additional copies of this EA. Two complete electronic versions of the document with all figures, tables and appendixes shall be provided on CD-ROM disk to the COR at this time. One version of the document shall be in Microsoft Word Office 97 format; the other shall be in Adobe Acrobat pdf file format. An electronic copy of the mailing list in either database or spreadsheet format shall also be provided.

**5.7.1 Mailing List.** The Contractor will develop a mailing list based on previous EAs completed at the Coralville Lake Project, the Scoping Meeting, comment letters and other correspondence provided by the Corps, input from the Coralville Lake Project, the Corps and the State. The Government will provide an initial version of the mailing list at the Kick-off Meeting. The mailing list will be included as the last appendix to the EA. This list will serve as the mailing list for distribution of the Final EA and Draft FONSI. The entire Final EA and Draft FONSI will be sent to all those on the mailing list.

**5.7.2 Mailing Copies.** It is assumed that the final mailing list will contain 550 names and thus require distribution of 550 copies of the Final EA and Draft FONSI. The Contractor shall mail copies of the Final EA and Draft FONSI to any other entity requesting a copy of the document. All mailing and postage costs incurred will be borne by the Contractor. If additional copies beyond the 550 copies should be required, this contract will be modified as needed.

**5.7.3 Public Review and Comment.** Following the distribution of the Final EA and Draft FONSI, the public will have thirty (30) calendar days to review the Final EA and Draft FONSI and provide comments. The Corps Technical POC will be listed in the cover letter as the person to contact for more information or to submit written comments. The Corps Technical POC will provide all comments received to the Contractor.

**5.7.4. Summary of Public Comments and Responses.** The Corps Technical POC will notify the Contractor when the public review period is closed and at the same time provide the Contractor with all comments received. The Contractor shall prepare a summary of all the comments received during the review period. In the summary, the comments shall be grouped by topic. For each comment, the Contractor shall recommend whether the Contractor or the Corps should prepare the response. This summary with response assignments shall be provided to the Corps Technical POC within ten (10) calendar days following the date of the public review comments from the Corps Technical POC. The Corps Technical POC shall forward to the Contractor the responses assigned to the Government within ten (10) calendar days after the date of the summary with response assignments from the Contractor.

**5.7.4.1 Draft Summary of Public Comments and Responses.** The Contractor shall submit the Draft Summary of Public Comments and Responses to the Corps Technical POC within thirty (30) calendar days following the date of the public review comments from the Corps Technical POC. This Draft Summary shall include the summary of all comments received during the review period, the response assignments, and all responses to assigned comments. This Draft Summary will be used to prepare a Statement of Findings and Finding of No Significant Impact (FONSI) (if applicable) for signature by the District Engineer. Distribution of the Draft Summary of Public Comments and Responses will be as follows:

<b>Entity</b>	<b># of Copies</b>
Corps	6
Contractor	2
<b>Total</b>	<b>8</b>

**5.7.4.2 Government Review of the Draft Summary of Public Comments**

**and Responses.** The Government will have thirty (30) calendar days to review the Draft Summary of Public Comments and Responses and return comments to the Contractor through the Corps Technical POC. A Review Meeting at the District Headquarters is not anticipated for these documents.

**5.7.4.3 Response to Comments.** The Contractor shall prepare written responses to all Government comments received from the Corps Technical POC for the Draft Summary of Public Comments and Responses within ten (10) calendar days of the date of the review comments and shall forward these responses via e-mail to the Corps Technical POC. The Contractor will then modify the Draft Summary of Public Comments and Responses and submit the Final Summary of Public Comments and Responses in writing to the COR within fifteen (15) calendar days following the date of the review comments. Distribution of the Final Summary of Public Comments and Responses will be as follows:

Entity	# of Copies
Corps	6
Contractor	2
<b>Total</b>	<b>8</b>

## **5.8 Miscellaneous Requirements.**

**5.8.1 Threatened and Endangered Species.** The U.S. Fish and Wildlife Service (FWS) will be contacted to determine the status of any Federal threatened or endangered species on the proposed lease area. Identification of State threatened and endangered species will be coordinated with Iowa Department of Natural Resources personnel and will be addressed. All maps subject to public review/access of any Federal threatened or endangered species' critical habitats shall be scaled so that specific sites cannot be found easily and the resources are protected.

**5.8.2 Historic Properties.** In accordance with 36 CFR 800.2.d.3 the historic character of Coralville Lake and the requirements of Section 106 should be made known to the public, using normal NEPA public awareness measures. All maps subject to public review/access of archeological sites shall be scaled so that specific sites cannot be found easily and the resources are protected. The Corps POC for Historic Properties is Mr. Jim Ross.

**5.8.3 Wetlands.** If a potential wetland is identified at any proposed activity site while gathering general field survey data for the EA, the Contractor will note the fact immediately to the Corps Technical POC, who will get an official wetland determination from the Regulatory Division of the Corps.



## 6.0 Schedule.

**6.1 Project Schedule.** Based on the time requirements outlined in the SOW and Appendix B, the following schedule has been established for completion of this project. The Project Schedule shall be extended one calendar day for each calendar day of delay resulting from any Corps failure to provide any item or review or other input as provided for herein.

<b>Item</b>	<b>Calendar Day</b>
Date of Award	0
Kick-off Meeting	14
Draft Agency Coordination Letter	21
Corps Tech POC Approval of Draft Coordination Letter	23
Contractor Mails Final Coordination Letter	28
Monthly Progress Reports	Per Para. 4.3
Public Scoping Meeting	40
Submit First Draft EA/FONSI to COR	85
COR forwards Government Review of First Draft	115
First Draft EA Review Meeting—Final Resolution of Issues by Corps Technical POC	125
Submit Second Draft EA/FONSI to COR	140
COR Forwards Government Review of Second Draft	170
Submit Response to Government Review on Second Draft EA/FONSI to Corps Technical POC	180
COR Forwards Government Review/Concurrence with Contractor Responses	195
Submit Final EA/Draft FONSI to COR	210
Corps Tech POC Furnishes EA Cover Letter	225
Contractor Mails Final EA/Draft FONSI	230
Public Comment Period Ends and Corps Tech POC Forwards Public Comments	265
Submit Draft Summary of Public Comments with Response Assignments to Corps Tech POC	275
Corps Tech POC Forwards Responses Assigned to Government	285
Submit Draft Summary of Public Comments and Responses to Corps Tech POC	295
Corps Tech POC Forwards Government Review	325
Submit Responses to Government Review to Corps Tech POC	335
Submit Final Summary of Public Comments and Responses to COR	350

**6.2 Payment Schedule.** The payment schedule shall be as follows:

---

PAYMENT SCHEDULE

---

Tasks	Percent of Total Contract Amount
1) First Draft Report Submittal	60
2) Final Report Submittal	30
3) Corps Acceptance of Final Summary of Public Comments and Responses	10

---

**7.0 COST PROPOSAL.** The Contractor shall submit the Principal Investigator's resume along with a detailed cost proposal for this contract within 10 calendar days. The Contractor shall use Exhibits 6 and 7 to prepare the Cost Proposal.

## **8.0 PRESENTATION OF FINDINGS--DRAFT AND FINAL REPORTS AND OTHER SUBMITTALS**

**8.1** First and Second Drafts and the Final of the EA and FONSI plus the Final Summary of Public Comments and Responses shall be submitted to the Contracting Officer's Representative (COR). All other submittals shall be to the Corps Technical POC.

**8.2** Reports shall meet current professional standards and shall provide justification of all conclusions, recommendations, cost estimates, and interpretations of study findings. The EA shall include the Report Documentation Page (Standard Form 298) as attached at Exhibit 4.

**8.3** All field notes, forms, journals, photographs and photo logs, reports, or other products produced under this contract in the form of print, type, photocopy, facsimile, electronic/digital format or any other form of reproduction and/or handwriting shall be legible and of sufficient detail and clarity so as to be useful to future researchers and shall be identified with the appropriate contract number and shall be submitted to the Corps with the final contract submittal.

**8.4** Reports and other submittals shall be prepared in accordance with and adhering to any review comments or instructions submitted in writing to the Contractor by the COR or by email instruction of the Corps Technical POC depending on the requirements set



out herein.

**8.5 Review of Draft and Final Reports and Other Submittals.** Reports and submittals shall be reviewed by the Corps and any other individuals and/or entities as may be selected by the Corps.

**8.5.1** The Corps generally anticipates Corps review/acceptance periods and the resulting Corps correspondence to be consistent with the Project Schedule. However, the Corps reserves the right to any reduction or extension of these periods and resulting correspondence as may be necessary to obtain and compile responses from internal or external reviewers. The Project Schedule shall be extended one calendar day for each calendar day of delay resulting from any Corps failure to provide any item or review or other input as provided for herein.

**8.5.2** Any reduction/extension of such Corps periods for any item or review or other input shall not shorten or lengthen the Contractor's time to prepare any subsequent report or submittal. The Contractor shall continue to be bound to the number of calendar days set out in the Project Schedule calculated from the date of the Corps letter forwarding review comments, directions for preparation of final reports, notifications of acceptance, or other written guidance or notification as may be appropriate to the given report or submittal.

**8.6 Draft or Final Report or Other Submittal Rejection.** Upon the rejection of any report or submittal, or previously corrected report or submittal, the Contractor shall prepare (adhering to the comments forwarded by the COR) and submit the required number of copies of any corrected draft/final report or submittal within 14 calendar days from the date of the letter rejecting the report or submittal. Preparation of corrected reports/submittals following rejection shall be at no additional expense to the Government.

**9.0 List of Exhibits: Materials to be Furnished by the Government.** The Contractor will utilize materials which will be provided to them by the Corps for use in the development of this EA. All materials will be provided in Adobe Acrobat portable document format (PDF) on CD-ROM disk with one exception. The archaeological reports will be provided only in hard copy. Other hard copies will be provided at the request of the Contractor in cases where detailed reproduction is required. The Contractor will be responsible for all hard copies and shall return them to the Corps Technical POC upon conclusion of work efforts. All archaeological reports contain site locations which are not releasable to the public under the Freedom of Information Act as per Section 304 of the National Historic Preservation Act.

**9.1 Materials furnished with this Scope of Work.** The following materials are attached as exhibits to this Scope of Work.

- Exhibit 1. Initial Proposal from the lease applicant
- Exhibit 2. Supplemental Information from the lease applicant
- Exhibit 3. Recommended Outline of Environmental Assessment and FONSI
- Exhibit 4. Report Documentation Page (Standard Form 298)
- Exhibit 5. Beach and boat information from the lease applicant
- Exhibit 6. Cost Proposal Format
- Exhibit 7. MYCA Hour Spread for ZEI

**9.2 Materials to be furnished at the Kick-off Meeting.** The following materials will be provided to the Contractor at the Kick-off Meeting except where a web link is provided below, in which case the item will be considered as furnished with this Scope of Work.

- Exhibit 8. Draft Archaeological Survey Report
- Exhibit 9. Final Archaeological Survey Report (This report shall be provided when it is received and any delay in providing it to the Contractor will NOT affect the Schedule)
- Exhibit 10. Coordination letters with the State Historical Society of Iowa (SHPO) and other appropriate documentation evidencing completion of the Section 106 coordination under National Historic Preservation Act 16 (U.S.C. 470a et seq.)
- Exhibit 11. Master Plan - Coralville Lake, Iowa River, Iowa; Resource Master Plan, Volume I; April 1977 with revisions
- Exhibit 12. Coralville Lake Lakeshore Management Plan, Appendix F to the Master Plan. 1981
- Exhibit 13. Coralville Lake Forestry and Fish & Wildlife Management Plan, Appendices B and D to the Master Plan. 1979
- Exhibit 14. Environmental Assessment; Implementation of Forestry, Fish and Wildlife; Management Plan, Coralville Lake, Iowa Johnston County Iowa 1980
- Exhibit 15. Operational Management Plan
- Exhibit 16. Real Estate Lease File for the Former Camp Daybreak
- Exhibit 17. All correspondence
- Exhibit 18. Distribution list to date

Exhibit 19. Aerial Photographs-

- a. 1963 black and white aerial photos
- b. 1984 color infrared aerial photos
- c. 1986 black and white aerial photos
- d. 1993 color aerial photos

Exhibit 20. Applicable regulations – This exhibit is provided for the contractor's convenience and is not meant to be a complete list of applicable regulations.

a. Engineering Regulation 200-2-2, Corps Procedures for Implementing NEPA:  
<http://www.usace.army.mil/inet/usace-docs/eng-regs/er200-2-2/toc.htm>

b. Link to the Corps' Environmental Desk Reference, a desktop reference on environmental statutes and environmental executive policy for Corps of Engineers Civil Works personnel:  
<http://www.usace.army.mil/inet/functions/cw/cecwa/envdref2/index.htm>

Exhibit 21. CAD Files

**9.3 Schedule and Provision of Exhibits.** Should the Government fail to provide any of these materials at the time(s) set out herein, the project schedule shall be extended 1 calendar day for each calendar day of delay in providing these materials—the extension ending only when the final item is provided or when the contract is modified to remove the item from this Scope of Work. Exceptions, if any, to this provision are stated under the individual exhibit number, above.

## **10.0 Special Conditions.**

**10.1 Government Rights.** All biological material, reports, drawings, maps, photographs, notes, journals and other material developed in performance of this contract shall be and shall remain the sole property of the Government and may be used on any other work directed by the Government without additional compensation to the Contractor. The Contractor agrees not to assert any rights and not to establish any claim with respect thereto. The Contractor will furnish all materials to the Government. If the Contractor desires to keep any material or use any material/information resulting from this contract, he/she will request written permission from the Contracting Officer (CO).

**10.2 Inspection.** The CO and COR, or their authorized representative, may, at all reasonable times, inspect or otherwise evaluate the work being performed and the premises on which it is being performed. If any such inspection is conducted on the premises of the Contractor, the Contractor shall provide all reasonable facilities and assistance for the safety and convenience of the Government representatives in the performance of their duties. All inspections and evaluations will be performed in such a manner as to not unduly delay the work.

**10.3 Field Conditions.** Areas to be investigated under this contract may include uncleared and densely vegetated bottomlands, riverbanks, lakeshores, various upland habitats and both lentic and lotic aquatic habitats. Remote islands within the river system may also be investigated. The Contractor shall be prepared to perform services in any of these or similar environments, and under various weather conditions.

**10.4 Access. Right-of-entry** on Corps of Engineer-owned land is available to the Contractor. The Contractor shall obtain permission for entry on all other land as required in the execution of this contract. If a good faith effort has been made and documented by the Contractor to obtain permissions and the owner will not permit entry upon their property, the Contractor shall immediately notify the Technical Manager by phone and submit a Confirmation Notice.

**10.5 Subcontractor.** The Contractor shall not enter into any subcontracts without the prior written approval of the Contracting Officer.

**10.6 Responsibility for Field Work.** The Contractor shall be responsible for all damages to persons and property that occur as a result of the Contractor's fault or negligence in connection with field work, and shall save and hold the Government free from all claims and suits arising from such damages.

**10.7 Release of Data.** All data, reports, and materials furnished to, obtained and /or prepared in relation to the execution of this Scope of Work are the property of the US Government. Neither the Contractor nor any of his representatives shall release any sketch, field notes, photographs, maps, reports, or other material of any nature obtained or prepared under this contract without specific written approval from the Contracting Officer. All such material shall be submitted to the Government upon request or at completion of this delivery order whichever occurs first.

**10.8 Geographical Information Systems Data.** Corps of Engineers, Department of the Army, Engineering Regulation (ER) 1110-1-8156 dated 1 August 1996 and entitled ***Engineering and Design - Policies, Guidance, and Requirements for Geospatial Data Systems***, [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er1110-1-8156/toc.htm>] shall be followed for presentation and documentation of Geographical Information Systems data under this contract.

## **10.0 Contacts.**

The Corps Technical POC is:

Ms. Karen Hagerty  
Environmental Analysis Section, PM-AR  
U.S. Army Corps of Engineers, Rock Island District  
Clock Tower Building – PO Box 2004  
Rock Island, Illinois 61204-2004  
Phone: (309) 794-5286  
FAX: (309) 794-5157  
e-mail address: karen.h.hagerty@usace.army.mil

The POC for the Coralville Lake Project is:

Mr. John Castle  
Manager, Coralville Lake  
U.S. Army Corps of Engineers, Rock Island District  
2850 Prairie du Chien Road NE  
Iowa City, IA 52240-7820  
Phone: (319) 354-4467  
FAX: (309) 794-5705  
e-mail address: [john.c.castle@usace.army.mil](mailto:john.c.castle@usace.army.mil)

The Contracting Officer's Representative is:

Mr. Ron Pulcher  
Environmental Analysis Branch, PM-AR  
U.S. Army Corps of Engineers, Rock Island District  
Clock Tower Building – PO Box 2004  
Rock Island, Illinois 61204-2004  
Phone: (309) 794-5384  
FAX: (309) 794-5157  
e-mail address: [ronald.e.pulcher@usace.army.mil](mailto:ronald.e.pulcher@usace.army.mil)

The POC for Historic Properties is:

Mr. Jim Ross  
Environmental Analysis Branch, PM-AR  
U.S. Army Corps of Engineers, Rock Island District  
Clock Tower Building – PO Box 2004  
Rock Island, Illinois 61204-2004  
Phone: (309) 794-5540  
FAX: (309) 794-5157  
e-mail address: [james.s.ross@usace.army.mil](mailto:james.s.ross@usace.army.mil)

## **Appendix A**

### **List of Acronyms**

CEQ - Council on Environmental Quality  
CFR - Code of Federal Regulations  
Corps - U.S. Army Corps of Engineers, Rock Island District  
CO – Contracting Officer  
COR – Contracting Officer’s Representative  
DA - Department of the Army  
DE – District Engineer  
EA - Environmental Assessment  
EIS - Environmental Impact Statement  
EPA - Environmental Protection Agency, Region VII  
ER – Engineering Regulation  
FONSI - Finding of No Significant Impact  
FWS - U.S. Fish and Wildlife Service, Rock Island, Illinois  
Lease applicant – Muslim Youth Camps of America, Inc.  
MYCA - Muslim Youth Camps of America, Inc.  
NEPA - National Environmental Policy Act  
NOI - Notice of Intent  
POC - Point of Contact  
SOW - Scope of Work